

Corporate Training Application Form - Company

Company Details

Company Name: _____ Trading Name: _____

ABN: _____ Approving Manager: Mr. Ms. Mrs. _____
(Please Tick)

Company Address: _____
Street Address *Apartment/Unit #*

Suburb *State* *Postcode*

Phone: () _____ Mobile: _____ Fax: () _____

Company Email: _____ Company Website: _____ (If applicable)

Payment Details for Credit Card

Card number: _____ - _____ - _____ - _____ Expiry Date: ____ / ____ CVC: _____

Name on Card: _____

Payment Amount: **AUD** _____ **+ GST** Date: ____ / ____ / ____



*Please Note: A 2% Surcharge will be incurred on the following cards.

Signature Of Card Holder: _____

Courses (Please Tick)

- | | |
|--|---|
| <input type="checkbox"/> Quality Customer Service | <input type="checkbox"/> Diversity in the Workplace |
| <input type="checkbox"/> Workplace Safety | <input type="checkbox"/> Operational Plan |
| <input type="checkbox"/> Continuous Improvement | <input type="checkbox"/> Marketing Plan |
| <input type="checkbox"/> Recruitment, Selection and Induction of Staff | <input type="checkbox"/> Communication in the Workplace |
| <input type="checkbox"/> People Performance | <input type="checkbox"/> Manage Risk |

Schedule of Delivery

Preferred Dates: ____ / ____ / ____ or ____ / ____ / ____ or ____ / ____ / ____

Preferred Times: From ____ AM / PM to ____ AM / PM or From ____ AM / PM to ____ AM / PM

Where did you hear about us? Online Word of Mouth Agent: _____

Corporate Training Cancellation Charges are as follows: 50% of the total training fee at the time of cancellation with more than 48 hours' written notice given by the approving company officer prior to the first agreed training date. 100% of the total training fee at the time of cancellation with less than 48 hours' written notice given by approving company officer prior to the first agreed training date. To avoid any doubt, no refund will be paid if the written notice is received with less than 48 hours' prior to the first agreed training date from the approving company officer. Change of training dates and time is allowed provided that the college is notified in writing at last one(1) week prior to the first agreed training date. In the unlikely event that the college is unable to deliver the training, approving company officer(s) will be offered a refund of the unused portion of the training fees that he/she has paid to the College. Alternatively, he/she may be offered enrolment in an alternative course by the College at no extra cost. The approving company officer has the right to choose whether he/she would prefer a refund of the unused portion of the training fees, or to accept a place in another course at the College.

I have read and understood the information in the Corporate Training Cancellation Charges and agree to be bound by it.

Signature of Applicant: _____ Date of Application: ____ / ____ / ____



MAGILL
COLLEGE SYDNEY

Magill College Pty Ltd

Level 4, 388 Sussex Street, Sydney NSW 2000 Australia
ABN: 67 090 050 990 CRICOS Provider Code: 01994M RTO No: 91367
Web: www.magill.edu.au **email:** corporate.training@magill.edu.au
T: (+61 2) 8061 6980 F: (+61 2) 9267 1711